MINUTES

RALPH THORNTON COMMUNITY CENTRE

Monthly Board of Directors Meeting

Date: March 25, 2026 Time:7:00 PM – 9:00 PM
Location: Riverdale Auditorium - 2nd Floor, Ralph Thornton Community Centre, 765 Queen St. E., Toronto ON
Present: Ravi Yee Joshi, EJay Tupe, Michelle Markwart, Heather Simpson, Brittany Rodrigues, Lindsay Williams, Allison Macdonald-Buchanan, Ruby Kaliray, Roger Beharry-Lall (Chair)
Regrets: Wairimu Wamugo, Amanda Munday
Guests: Prospective Board Candidates, Ha-Seul Jeoung, Deb Singh (Director of programs at RTCC)

Agenda Items

Topic	Discussion	Decision	Action Item
Chair: "I call this meeting to order." 1) Welcome and Introductions → Circulate board volunteer hours sheet, return to ED. • Land acknowledgement – Ravi to present new practices based on consultant Melanie Marsden's consultation. → Appoint person responsible for acknowledgement next meeting • Declaration of conflict of interest • Introduction of guests present: **Visiting Board Candidates**	The Chair called the meeting to order at 7:01pm. There was an introduction of each person in the meeting. Ravi Yee Joshi presented on new practices for the land acknowledgement. The Land Acknowledgement Protocol emphasizes the importance of relationship and intention. There was a need to amend the previous land acknowledgement to recognize diversity within the indigenous community and recognize that Indigenous people have been living and caring for these lands since "time immemorial". There was an introduction of open-ended questions and conversation on developing an Indigenous advisory circle.		Ravi Yee Joshi to circulate the questions regarding land acknowledgement for the board to reflect on prior to the next meeting in May. Next Meeting's Land Acknowledgement: Heather Simpson
2) Approval of Agenda → **Motion:** approve agenda → *"May I ask for a motion to approve the agenda? Moved? Seconded? All in favour? Opposed?"*		**Motion:** "approve agenda" **Moved:** Lindsay Williams **Seconded:** Michelle Markwart Carried	
3) Consent Agenda → **Motion:** approve consent agenda • Minutes of last meeting → **Motion:** to adopt minutes of last meeting • Management report • Executive and Personnel Committee Report • Board Development and Nominations Committee – No report • Governance Committee – No report. Two policies, previously circulated for comment are now ready for approval: → **Motion:** "To approve the Board Member Roles and Responsibilities Policy"	Meeting minutes from last meeting were approved. A concern was raised by Heather Simpson regarding inaccurate wording in an incident description in the management report. Management will correct the phrasing in all documents.	**Motion:** "adopt all items in the consent agenda, including the adoption of last meeting's minutes, Board Member Roles and Responsibilities policy, and Committee Membership policy." **Moved:** Heather Simpson **Seconded:** Ruby Kaliray Carried	Ravi Yee Joshi to correct error in management report before package published.

→ **Motion:** "To approve the RTCC Committee Membership - Structure & Conduct Policy → **Motion:** adopt all items in the consent agenda ***Chair:*** *"May I ask for a motion to adopt all the items in the consent agenda, including the adoption of last meetings minutes [and read any other motions in item 3]? Moved? Seconded? All in favour? Opposed?"*			
4) Finance, Premises, and Risk Committee - No Report FYI - Items in process for April/May - Quarterly Safety and Security reporting - Welcome Policy (replacement for code of conduct) - Review Handover-Documents Process - Capital Plan	There was no meeting.		
5) Business Arising • **Strategic Plan Approval** → **Motion:** To adopt the 2026 Strategic Plan, including the new Mission and Vision as presented by the Marketing Working Group. • **For Review and Discussion:** Draft AGM Agenda and Community Impact Award Guidelines	**<u>Strategic Plan</u>** The strategic plan is a culmination of 18 months of work to bring strategic focus. It showcases revised key components of a guided tour. The Marketing working group did a revision of the mission and vision which was out of date. There was a discussion regarding the illustrations such as the racoons. There is emphasis on people and nature around the RTCC building. Illustrations are helpful for those who do not speak English and kids. **<u>Draft AGM Agenda</u>** There was a review of the draft AGM agenda. The board agreed that the agenda needs to be updated to reflect outstanding business from 2025. Concerns raised by the board included time allotment and clarity around voting procedure. Suggestions on voting procedure include members having a voting card. There was also a need for clarity in deadline for feedback as last year feedback came just hours before the event. Board members felt unequipped to answer questions posed by RTCO at the last AGM. The board wants more alignment with RTCO. There were questions regarding AGM logistics such as what is needed from the board and assignments such as greeters. There was a suggestion of bringing back board member buttons. **<u>Community Impact award</u>** There was a discussion regarding updates to the award such as narrowing award recommendations. There was an issue in how the names of previous awardees were stored and a new recognition wall is on the 2nd floor. There was a prior decision by the board to move away from a committee for the community impact award to simplify the process. There is a process to nominate individuals by sending Ravi Yee Joshi the name and management will create the shortlist.	**Motion:** "To adopt the 2026 Strategic Plan, including the new Mission and Vision as presented by the Marketing Working Group." **Moved: Lindsay Williams** **Seconded: Michele Markwart** Carried	The Strategic plan was approved subject to minor revisions and correction of errors such as typos. Ravi Yee Joshi will distribute the final version, and it will also be on the RTCC website. Ravi Yee Joshi to rework AGM agenda based on feedback from the board. Roger Beharry-Lall to connect with RTCO regarding business arising prior to the upcoming AGM. Community Impact Award-Deadline for recommendations April 6, 2026. Ravi Yee Joshi to do outreach and honouring of recipients.

6) New Business • Main presentation Program Evaluation Framework	**Program Evaluation Framework** Deb Singh and Ravi Yee Joshi presented on the purpose of the program evaluation framework and the current challenges. There was a change from the 2025 top level metrics for 2026 and beyond. A Key highlight was the Exchange Loft test run example. Deb Singh has been taking a Program Evaluation course funded by RTCC. A concern was raised regarding program reach in evaluation and a suggestion was made to use platforms such as simple survey which has many languages. The board suggested to look at how StatsCan and City of Toronto collect data for RTCC to align with city standards. New program evaluation will continue to evolve. There is need for additional funding as the needs of the demographic of South Riverdale changes. Regarding data security when collecting sensitive data such as demographic information, Ravi Yee Joshi clarified that data collection complies with the privacy policy including name removal, expressing the purpose of data collection and limiting who has access to sensitive data to these in management. Data storage also complies with the City's cybersecurity policy.		
7) Announcements and Updates			
8) In Camera Meeting (Board and Executive Director only)			
9) In Camera Meeting (Board only)			
10) Next Meeting and Adjournment • Next meeting date: → Motion: Adjournment → ***Chair:*** *"May I ask for a motion to adjourn? Moved? Seconded? All in favour? Opposed?"*	Meeting End- 9:20pm	**Motion:** "to adjourn" **Moved:** Heather Simpson **Seconded:** Lindsay Williams Carried	